

PERSONAL LEAVE POLICY

1.0 Objective

The objective of this policy is to inform employees regarding the standards, procedures, and criteria for granting personal leaves in accordance with the provisions of Article 206.6 (1) of the section VII of Part III of the Canada Labour Code.

2.0 Eligibility

In order to be eligible for Personal Leave pursuant to Section 206.6(1) of Part III of the Canada Labour Code an employee must:

- be an active Union and White Card members of I.L.A. Local 273
- be available for work
- be required to work on the day (s) for which the personal leave is requested.

3.0 Qualification for Leave

Eligible members are entitled to 5 days leave of absence (3 paid) in every calendar year for the purpose of:

1. carrying out responsibilities related to the health or care of any of their family members
2. carrying out responsibilities related to the education of any of their family members who are under 18 years of age.
 - i. Includes:
 - Attending parent-teacher interviews and meetings.
 - Meeting with education specialists to optimize the child's development.
 - Meeting with a school counsellor or principal to discuss behavioural challenges at school.
 - Accompanying a student with special needs to ensure he or she can participate in an educational activity; or
 - Attending a school orientation or registration meeting.
 - ii. Does not include:
 - Attending a school-related performance.
 - Accompanying a child on an extracurricular activity.
 - Accompanying an independent, older child for their first day at school.
 - Bringing a child to a community art class or sporting activity; or
 - Helping a family member study for an exam.

3. addressing any urgent matter concerning themselves or their family members.
4. attending their citizenship ceremony under the Citizenship Act; and
5. any other reason prescribed by regulation.

Note that under the Code personal leave does not cover the following activities:

- Attending a family social gathering.
- Routinely walking the dog, buying groceries, or watering the plants of a family member.
- Helping with a family member's wedding arrangements.
- Dealing with non-urgent legal issues (i.e. wills, powers of attorney, do not resuscitate orders) for the family member.
- Picking up mail, going to the bank, paying bills for the family member.

4.0 Requests and Requirements for Documentation

All requests must be made forty-eight (48) hours before the requested day of Personal Leave, when possible. All employees requesting Personal Leave are required to fill out the attached form and provide documentation, if reasonably practical, in support of their request at the time they make the request for leave or immediately upon their return. If it is not reasonably practical to obtain appropriate documentation, then the employee must provide a signed letter explaining the purpose for the leave and why supporting documentation could not be obtained. Under no circumstances should this information be provided later than 15 calendar days from the date following the start of the leave. Personal leave will not be applied retroactively.

5.0 Leave with Pay

Employees are entitled to leave with pay for the first 3 days. The leave of absence may be taken in one or more periods; however each period of leave will not be less than eight (8) hours at the basic hourly wage rate.

Family members for the purpose of these leave are defined as:

- a) the employee's spouse or common-law partner
- b) the employee's father and mother, the common-law partner of the father and mother and foster father or foster mother
- c) the employee's children and the children, grandchildren, brothers and sisters of the employee's spouse or common-law partner
 - i. the spouse of the common law partner of the employee's children
 - ii. a child to whom the employee or the employee's spouse or common-law spouse acted as foster parents, under the laws enforced in each province
- d) the employee's grandchildren
- e) the employee's brothers and sisters and spouse or common-law partner of the employee's brothers and sisters
 - i. the employee's nieces and nephews and the spouse or common-law partner of the employee's nieces and nephews
 - ii. the employee's aunts and uncles and the spouse or common-law partner of the employee's aunts or uncles.
- f) the grandfather and grandmother of the employee
- g) the father and mother of the spouse or common-law partner of the employee and the spouse or common-law partner of the father or mother
- h) any relative of the employee who resides permanently with the employee or with who the employee permanently resides
- i) a person under guardianship or care of the employee or the employee's spouse or common-law partner
- j) a person who is entirely or substantially depend on the employee or the employee's spouse or common-law partner for ongoing care and attention.